



# **SHORT-TERM INSURANCE CLAIMS MANAGEMENT POLICY**

**APPROVAL DATE BY COUNCIL: 24 MAY 2016**

**COUNCIL RESOLUTION NUMBER: LC.MC-66/05/2016**

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## **1. OBJECTIVE OF THE POLICY**

The objectives of this policy are to:

- Set out a legislative framework in order to comply with asset management requirements, more especially requirements pertaining to the safe guarding of municipal assets
- Ensure that the general public rights and obligations when lodging a public liability claim is well communicated, and
- Set out the role and responsibilities of officials, managers and councilors regarding safeguarding of municipal assets as well as insurance processes.
- Ensure the Municipality has transparent insurance claim processes and procedures

## **2. LEGAL FRAMEWORK**

- It is required of the Accounting Officer, to take all reasonable steps to ensure that council has and implements crucial policies for effective financial and risk management. The safeguarding of assets and the protection of council against liabilities is very crucial, and forms part of proper assets and insurance management systems as prescribed by section 63 of the Municipal Finance Management Act, 56 of 2003. The policy needs annual revision in terms of section 24(2)(c)(v), of the mentioned act.
- A standard for short- term insurance in the municipal environment has been prepared for local authority insurance that takes all circumstances related to a municipality into account.

## **3. PROPERTY INSURED**

### **Asset Register**

- All assets that are represented in the Municipalities Fixed Asset Register, fall within the scope of insured property. All heads of departments shall before end of December of each year after thorough review of the Fixed Asset Register submit confirmation of all the assets that are held by the set department, the risk requiring to be insured and any other information deemed necessary to the Asset Management Unit, which shall in accordance with the approved and confirmed Fixed Asset Register, effect such insurance as council's interests require, through the service of the insurance broker as appointed by council.
- All Inventory/stock items belonging to the municipality are also insured under the municipal insurance contract

### **3.1 Summary list of items covered by the insurance as per schedule.**

- Buildings Combined
- Office Contents
- Accounts Receivable
- Business All Risk
- Theft
- Glass
- Money
- Fidelity Guarantee
- Accidental Damage
- Goods in Transit
- Group Personal Accident
- Stated benefits
- Electronic Equipment
- Motor
- Public Liability
- Employers Liability
- Motor third Party Liability
- SASRIA
- Inventory

### **4. Items not covered by insurance:**

- Business Interruption
- Machinery Breakdown
- Machinery Breakdown Interruption
- Directors and Officers Liability
- Cyber Crime
- Commercial Crime Property more specifically insured by any other firm arrangement
- Dam walls, dam content, canals.
- Pavilions, spectator stands , outdoor sports playing or recreational surfaces, athletic track
- Assets with an inferior or low value
- Loose assets falling within the excess payment of the applicable insurance policy
- Explosives and ammunition
- Bullion
- Precious stones
- Jewelry other than the Mayors regalia
- Trophies and indexed museum items
- Water piping as well as storm water piping including their supporting structure (If loss is due to poor maintenance)
- Driveways , pavements and outdoor parking surfaces
- Roads , Road and railway bridges, tunnels and manhole covers
- Land , topsoil, backfill, drainage or culverts
- Accounts receivable
- Trees , shrubs and plants
- Graves and tombstones

**\* When appointing an insurance broker, Lesedi Local Municipality will conduct a cost benefit analysis to determine which items are to be included or excluded from the cover.**

#### **4. Reporting risk , claims and damage**

- It shall be the duty of a head of department to notify Asset Management Unit without delay of any new insurable risk or of any alteration in an existing insurable risk which has arisen in connection with his/her department (by way of an executive summary).
- On the occurrence of any event giving rise or likely to give rise to a claim by or against the Council or against its insurers , the Head of Department concerned shall notify Asset Management Unit (by way of a signed executive summary ) of the event who shall immediately inform the council's insurers thereof.
- Asset Management Unit shall keep a register in which particulars of all insurance policies held by the council shall be entered and shall be responsible for the payment of all premiums and shall ensure that claims that arise under such policies are instituted
- All claims processed shall be reported to council for noting on a quarterly basis.

#### **5. Process for internal and public liability claims**

- Lesedi Local Municipality does not **automatically** accept any liability for any claims received. The municipality will forward all claims received to the councils Insurer for determination of liability and possibility of an appointment of an assessor.
- All 3<sup>rd</sup> party claims against the municipality must be accompanied by all relevant evidence including police reports /affidavits/ statements and evidence that proper investigations were done to establish the root cause of the loss/liability.
- 3<sup>rd</sup> party claims must be lodged through the relevant affected **department within 30** days of the incident occurring.
- Asset management unit will submit the claim for processing if there is an executive summary signed by the HOD of the department, accompanied by evidence that a detailed investigation on what the root cause of the loss/**liability was**.
- Where there is evidence of negligence on the part of a municipal employee, appropriate disciplinary measures must be taken against the relevant employee.
- When all relevant documents are in order, the relevant department must contact Asset Management Unit at the Municipal Main Building **in** order to obtain the required claim documents for completion pertaining to the claim.

**6. Procedures to be followed by employees in the event of collision involving a municipal vehicle:**

- Stop immediately – switch off the engine. Switch hazard indicator lights on.
- Render assistance to the injured
- Call for traffic police. Also call for an ambulance in case of death or injury
- Do not move vehicle unless it is in an unsafe position and/or if somebody is injured. Mark positioning before moving and agree with witnesses if possible
- Place warning signs
- Ascertain nature and extent of any vehicle or property damage
- Municipal employee may not admit liability or agree to pay for injuries to persons or damage to property
- Municipal employee may not discuss the collision or argue about the facts with other parties involved
- Municipal employee may not make a written statement except to the SAPS or traffic police.
- Municipal employee may not take any alcohol or drugs.
- Municipal employee must prepare to avail themselves for the collision investigation.
- Municipal employee must complete the collision report and hand it to their immediate supervisor.
- Supervisor must report the collision to the Manager/HOD, relevant department must submit an executive summary signed by the HOD detailing the events that led to the loss/claim as well as the steps taken to investigate the cause of the loss/claim to the Asset Management Unit for insurance claim processing.

**7. Appointment of insurance brokers**

- The council shall call for tenders for the appointment of insurance brokers at least once every three (3) years, unless circumstance dictates a shorter period.  
Brokers will be appointed according to their ability to administrate the council's short term insurance portfolio, the professionalism of officials in their employment and their record of the brokerage service in the municipal environment

**9. POLICY ADOPTION**

This policy has been considered and approved by the Council of **Lesedi Local Municipality** on this day..... of ..... 2016

This policy will take effect at **Lesedi Local Municipality** on this day.....1..... of  
..... 2016.